

**EASTERN COUNTIES REGIONAL LIBRARY
INFORMATION MEETING: THURSDAY, November 16, 2023**

PRESENT: Clair Rankin (Chair), Cllr. Courtney Mailman (via Zoom), Cllr. Claude Poirier, Mayor Ron Chisholm, Cllr. Janet Peitzsche, Wanda MacDonald

IN ATTENDANCE: Laura Emery, Chief Librarian/Secretary to the Board; Patricia McCormick, Deputy Chief Librarian

REGRETS: Blaine MacQuarrie

1. Welcome – Land Acknowledgement

Clair Rankin called the meeting to order at 5:00 p.m.

2. Approval of the Agenda

Motion 10: Poirier/Chisholm. Approved. That the agenda be approved.

3. Minutes of the September 21, 2023 meeting

Motion 11: Poirier/Peitzsche. Approved. That the minutes of the September 21, 2023 meeting be approved.

4. Business arising

a) Minister's correspondence – Laura asked for permission to send a draft of a letter welcoming Honourable Allan MacMaster to his position as Minister of Communities, Culture, Tourism and Heritage, Also, to thank him for appointing a representative to the Board and raise our concerns regarding funding.

5. Financial Report

a) Summary Financial Information

As of October 31, 78% of our Collections budget has been spent or committed and 55% of our Payroll and Benefits.

b) Income statement to October 31, 2023

Laura answered questions on the income statement. Laura encouraged Board members to email any questions that they may have.

Motion 12: MacDonald/Chisholm. Approved. That the income statement to October 31, 2023, be accepted.

c) Grants overview

Laura is working on an update for NSPL on the status of our grants. She expects to have an update for the Board on our existing grants in January.

6. Personnel Committee Report

Laura handed out the committee report.

a) Deputy CEO job completion update (in-camera)

Motion 13: Poirier/Peitzsche. Approved. That we move in camera.

Motion 14: Chisholm/Poirier. Approved. That we move out of in camera.

b) Personnel Committee Membership Appointment

Mayor Ron Chisholm has agreed to join the Personnel Committee

c) Re-name the Personnel Committee to the Human Resources (HR) Committee

It was recommended by consultants that the name of the Personnel Committee be changed to the Human Resources Committee. A name change requires changes to the By-laws. These changes will be brought to the Board at the next Board Meeting.

d) Draft Org Chart Revision

We are working on an update of the Org Chart in response to reducing the number of managers from five to four. The org chart will be brought to the Board in January

e) Sherbrooke Position

We were not successful at filling the staff position in Sherbrooke, but plan to re-advertise in January.

f) NSLA Conference

Clair reported on his experience at NSPL in Truro

g) Nonviolent Crisis Intervention

A nonviolent crisis intervention session was held with staff at the Professional Development Centre in Mulgrave.

7. CEO report

Highlights of Laura Emery's CEO report include:

Accessibility

Laura handed out the Accessibility Committee Report. The province is pushing for an accessible NS by 2030.

Server Replacement

The HQ file server is due to be replaced. Options include another physical file server or a cloud-based server.

Library Issues

Laura is requesting that Board members let her know when they know of work being done in their library branch.

Programming Advertisement

We are making improvements to our library programming and in the advertising for programming. This is in response to feedback from the public who want more programming in their libraries.

Salary Research Project by CORL

Laura is on a committee doing research on salaries in rural libraries which includes comparing salaries with similar work done in other sectors. This is background work for the funding formula to understand what fair wages for library staff should be.

Regional Office Facility Issues

Laura is struggling with the best way to deal with the building issues at our regional office, including the accessibility ramp and the roof over the back door. Laura welcomes suggestions for how to proceed.

Sherbrooke MOU

There is a draft MOU that is close to being ready to bring to the Board and Municipality.

Ford van

Waiting for the delivery of a new van. We recently did a number of repairs on it to keep it on the road until the new one is ready.

Inverness County Strategy

Clair and Laura met with the CAO of Inverness, Keith MacDonald, about a consultant's report on a library strategy for Inverness County. Keith would like to brief the Board on the information that came out of the report. Laura will invite him to present at January's meeting.

Motion 15: Chisholm/Poirier. Accepted. That we accept the CEO report

8. Annual report draft approval

Motion 16: Chisholm/Wanda. That we approve the Annual Report.

9. EDI

a) Children's Diverse Book Order

Laura shared a children's book order that shows that we are making the effort to purchase books that represent our diverse community. It is important that people see themselves in the books on our library shelves.

10. LBANS Correspondence

LBANS is struggling and is asking for feedback regarding what the future of LBANS. Clair and Laura will draft a letter to bring to the Board for approval.

11. Library Reports

12. Date of next Meeting – January 18, 2024

13. Adjournment

Motion 17: Mailman. Approved. That the meeting be adjourned at 6:40 pm.